



JUSTICE FUNDERS

Powering Philanthropic Transformation

DEPUTY DIRECTOR JOB ANNOUNCEMENT

SUMMARY

FTE: 100%

Location: Bay Area preferred; may consider other locations

Position reports to: Executive Director

Application deadline: Extended to June 10, 2020

Ideal start date: July 1, 2020

Salary: \$100,000

About the Organization:

Justice Funders is a partner and guide for philanthropy in reimagining practices that advance a thriving and just world. We believe that such a world cannot be achieved if institutional philanthropy is constrained by its ingrained practices that uphold the accumulation of wealth and power, while perpetuating systemic social and economic inequality. Responding to the needs of both movements and the philanthropic sector, Justice Funders supports individual, organizational, and field-wide transformation in philanthropy to achieve a just transition. We are guided by the [Just Transition principles](#) that build political and economic power to shift from an extractive economy to a regenerative economy. Justice Funders' work encompasses the Bay Area Justice Funders Network, leadership development programs, consulting, and an innovation & action lab. More information is available at: <http://www.justicefunders.org>

While the organization is 10 years old, Justice Funders has been undergoing a significant evolution over the past 2.5 years, growing from a regional to a national organization and launching new programs. Currently, the staff team is 6.8 FTE with an organizational budget of \$1.4M, with expectation for growth to 14 FTE and budget of \$2M+ over the next 5 years. As part of this growth, the organization is building out and sustaining earned revenue programs/streams which this position would oversee.

About the Position:

The Deputy Director is a new role for the organization. The responsibilities of this position were previously held by the Executive Director, and in this iteration, are expanded upon. The intention behind the creation of a separate role is to build the leadership capacity of the organization, while increasing the alignment and effectiveness of Justice Funders' programs and staff. The Deputy Director is responsible for partnering with the Executive Director to lead the staff team; align programs, culture, systems; and nurture the sustainability of Justice Funders to



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facilitate the external goal of field-wide transformation in philanthropy to achieve a just transition. This role will be critical to creating the infrastructure and capacity for the organizational growth described above. In particular, this role will oversee the development, growth and sustainability of earned revenue programs, which we believe is key to the financial security of the organization in a political and economic climate in which grant funding is unreliable.

As part of the organizational growth, the Deputy Director will provide leadership in evolving the organization's structure and staff roles, so must be adaptive to working in a small team in which staff members hold multiple roles, and building the organization's infrastructure to support a larger team over time.

The Deputy Director's primary responsibilities include:

1. With the Executive Director and full staff team, create and implement a plan for the organization's growth that includes the alignment and integration of programs, development of policies and procedures related to human resources, and sustainable growth of its financial resources.
2. Lead the refinement of the Justice Funders' earned income strategy, manage its implementation, and supervise the staff members involved in its execution.
3. Lead the ongoing development of a shared analysis amongst and between the Steering Committee and Staff that includes quarterly political education, twice annual retreats, ongoing staff meetings.
4. Participate as part of the organization's management team.

Due to the majority of staff being based in the Bay Area, the preference is for this role to be based in the Bay Area; however, other locations may be considered. The Deputy Director reports to the Executive Director.

Job Responsibilities:

LEAD THE IMPLEMENTATION OF ORGANIZATIONAL STRATEGY (20%)

- With the Executive Director, create and manage annual organizational work plans for growth, sustainability and impact.
- Co-lead the Justice Funders management team with the Executive Director, who will focus on the overall strategy and budget, while the Deputy Director will focus on developing the processes for the management team to set the priorities for all staff.
- Create an annual arc for internal political development for staff members of the organization.
- Lead the coordination of all staff meetings and retreats.



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GROW AND MAINTAIN EARNED REVENUE PROGRAMMING (35%)

- With the Executive Director and staff members who lead earned revenue programs (i.e., leadership development and coaching/consulting), develop clear revenue goals that align with both the organization's growth plan and budget.
- Manage, support and coach staff who are leading earned revenue programs (currently 2.8 FTE, with the expectation of growing to at least 5 FTE in the next 18 months), and work to build a cohesive team whose programs are aligned with each other, as well as with the contributed income programs.

SYSTEMS & OPERATIONS FOR HUMAN RESOURCES (30%)

- Serve as the primary liaison to our fiscal sponsor, Movement Strategy Center, with regard to human resources.
- Update Justice Funders' operational and human resource processes in alignment and compliance with the policies of our fiscal sponsor, Movement Strategy Center.
 - Ensure that staff members follow these processes.
- Manage and coordinate hiring and on-boarding processes for new staff.
 - Work with hiring directors and fiscal sponsor to create job announcements
 - Establish and support the implementation of hiring plans
 - Coordinate interview processes
 - Create on-boarding and orientation processes
- Develop 3-month and annual performance review processes.
 - Train supervising staff on the implementation of performance reviews
 - Ensure that reviews are conducted in adherence to established timelines and that requisite paperwork is submitted to Movement Strategy Center.

OTHER (15%)

- Build relationships of trust with individuals and organizations within the Just Transition and Solidarity Economy communities. Translate these experiences to inform Justice Funders' interventions in philanthropy.
- Develop and implement an annual professional development plan for continuous learning.
- Administrative tasks such as the use of Asana Project Management System to coordinate work across programs, including creating and maintaining projects, tasks and conversations.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



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Supervisory Responsibility:

The Deputy Director will initially supervise 2 FTE's, and hire at least 1 FTE that they will also supervise within the first year.

Expected Hours of Work:

Standard days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. Daily schedule is flexible within the proximity of this time frame, and will be decided in consultation with the Executive Director.

Travel:

Occasional domestic travel may be required for meetings and conferences.

Position Type & Compensation:

The Deputy Director is a 100% FTE, exempt salaried position. Annual Gross wage is \$100,000.

Movement Strategy Center (fiscal sponsor)'s 100% FTE benefits package includes:

- 20 days vacation leave per year;
- 12 standard holidays and 2 personal days per year;
- 12 sick days per year;
- 1 week paid MSC family and medical leave after one year of service; an additional week of paid leave for each additional year of service, up to 4 weeks;
- Medical, vision, dental for employees and dependents (requires 30 day waiting period and a per paycheck employee contribution);
- 100% employer sponsored basic life, short-term and long-term disability insurance coverage;
- Access to a 403b retirement plan;
- Access to Flexible Spending Account and Commuter Benefits.
- Additionally, Justice Funders provides each staff member with paid professional development annually.

Skills, Qualifications, Experience:

- We are seeking someone who can commit to hold the vision for a [Just Transition for Philanthropy](#) as the primary guide for the work that they do within the organization.
- At least 7 years of combined executive/senior level experience (as a COO/Director of Operations, Executive Director or Deputy Director), who has a demonstrated history of managing the implementation of an organization's strategy.



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- Previous experience in leading the development of collaborative, cross-functional teams; proven ability to coach and inspire the leadership capacity of team members in building and managing teams and programs. This skill set includes cultural competency within multi-racial organizations, experience in facilitating processes with diverse teams across a range of in-person and remote circumstances, ability to resolve conflict, ability to create and lead processes that build alignment and shared goal accomplishment.
- Knowledge of and previous experience facilitating organizational and leadership development, as well as work as a consultant are critical.
- Previous experience managing and growing earned income programs.
- Organizational skills that include project management and time management skills, with the ability to adapt as needed, self-manage, and to prioritize between and manage multiple demands.
- Strong verbal and written communications skills; the ability to synthesize and clearly articulate ideas verbally and in writing
- Previous experience in philanthropy is not necessary. However, we are seeking an individual who has experience working in/with organizations who focus on systems change, preferably in the context of social justice movement building, just transition or solidarity economy.
- Demonstrated success in creating positive working relationships with internal and external stakeholders, with a demonstrated ability to maintain confidentiality.
- Proficient with Microsoft Office Suite and Google Online Office Tools.

Application Deadline & Instructions:

To apply: send a cover letter, resume, and 3 references to justicefunders@gmail.com with the subject line: Deputy Director. Applications will be reviewed and interviews conducted on a rolling basis. Extended deadline to apply is June 10, 2020.

Justice Funders is a fiscally-sponsored project of the Movement Strategy Center (MSC). Justice Funders is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation, or any other status protected by law. People of color, working-class people, differently-abled people, and LGBTQ persons are strongly encouraged to apply.